

# NOTICE

U.S. Department of Transportation  
Federal Aviation Administration

N 8130.69

8/28/97

Cancellation

Date: 9/1/98

**SUBJ: PROTOTYPE DESIGNATED AIRWORTHINESS  
REPRESENTATIVES (MANUFACTURING) CANDIDATE PROGRAM**

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1. PURPOSE. This notice provides for prototyping a Designated Airworthiness Representatives (DAR) candidate program in the Rotorcraft Directorate. It includes procedures for expanding the authority of current manufacturing DAR's and for the appointment of other qualified persons, including maintenance DAR's, as manufacturing DAR's. For the duration of the prototype, authorized functions will be limited to the issuance and/or reissuance of standard and/or special airworthiness certificates for the purpose of showing compliance with regulations for U.S. registered aircraft, which have undergone changes to the type design and require flight test.
2. DISTRIBUTION. This notice is distributed to the Washington headquarters branch level of the Flight Standards Service and Aircraft Certification Service; to the branch level of the regional Flight Standards Divisions and the Aircraft Certification Directorates; to all Flight Standards District Offices; to all Aircraft Certification Offices; to the Aircraft Certification Branch at the FAA Academy; to the Brussels Aircraft Certification Division; applicable Representatives of the Administrator; and to the Suspected Unapproved Parts Program Office.
3. BACKGROUND. The provisions of Title 14 Code of Federal Regulations (14 CFR) part 183 Representatives of the Administrator (part 183), provide for the selection and appointment of qualified private persons to act as Representatives of the Administrator in performing certain certification functions in the area of manufacturing. Over the years, the fully qualified DAR applicant population has declined in some geographic areas where a significant amount of airworthiness certification activity still exists. When the DAR program was implemented, it was not envisioned that there would be a shortage of qualified DAR applicants to perform certification functions on behalf of the Federal Aviation Administration (FAA). With the proliferation of requests for certification service and the need for the FAA to increase the level of delegation to its designees, it is necessary for the FAA to revisit the DAR program. This prototype DAR candidate program will establish a methodology to meet the current and future needs of the aviation community with adequate designee resources.
4. DISCUSSION.

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Distribution: A-W (IR/FS); A-X (CD/FS)-3; A-FFS-7 (ALL);  
A-FAC-0 (ALL); AMA-220/250 (ALL); AVR-20;  
AEU-100, FDR-1

Initiated By: AIR-200

a. The FAA has determined that there is a need to expand the authority of certain DAR's and provide for the appointment of other technically qualified persons in order to continue providing quality service to the aviation community. The FAA has not reduced the standards to issue DAR authorizations under this prototype program. It has provided a method to qualify as a DAR candidate, which may result in selection and appointment to perform the functions authorized by this notice. For those technically qualified persons that have not had the opportunity to work directly with the FAA in the past, this prototype program will provide an opportunity to acquire that experience. This notice contains developmental requirements, qualification criteria, and procedures for application, selection, appointment, supervision, and monitoring of DAR candidates under this prototype program.

b. This prototype program will be conducted in the Rotorcraft Directorate geographic area for a period of one year from the issue date of this notice. A DAR candidate selected under this program will only be allowed to perform the functions specified in paragraph 11 within the Rotorcraft Directorate geographic area of responsibility. During the mid-point of the program and at the end of the year, the program will be evaluated by the Production and Airworthiness Certification Division, AIR-200, to consider incorporating this program into permanent policy.

5. MANAGING OFFICE. The managing offices for this prototype program will include only those offices in the Rotorcraft Directorate geographic area of responsibility.

6. DELEGATION OF AUTHORITY. Section 183.11 authorizes the Director, Aircraft Certification Service, or the Director's designee, to appoint DAR's. Accordingly, the Director, Aircraft Certification Service hereby delegates the selection, including appointment, of DAR's for the prototype program to the Manager, Rotorcraft Directorate. This may be further delegated to the Manager, Manufacturing Inspection Office (MIO).

7. GENERAL QUALIFICATIONS. To qualify for appointment as a DAR candidate to perform the functions authorized by this prototype program, all applicants must meet the general qualifications listed below in addition to having the specialized experience specified in paragraph 8 of this notice. They must also complete the necessary development profile requirements specified in paragraph 11 for the function of issuing standard and/or special airworthiness certificates under this notice.

- a. General knowledge of 14 CFR Chapter 1 and related material;
- b. Current technical knowledge and experience commensurate with that required for the particular function on products of the type and complexity as those for which authorization is sought;
- c. Unquestionable integrity, cooperative attitude, and the ability to exercise sound judgment;
- d. The ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA consistent with FAA regulations, statutes, and safety goals, notwithstanding any influence to the contrary; and

- e. Have a good command of the English language, both oral and written.

8. SPECIALIZED EXPERIENCE. In addition to the general qualifications stated in paragraph 7 of this notice, a DAR candidate must have the following specialized experience for each particular function for which authorization is sought. Persons meeting these requirements must obtain a letter from the manager of the office to which they would be assigned attesting to the individual's qualifications to perform the certification functions and a recommendation for appointment as a DAR candidate.

a. ISSUANCE OF SPECIAL AIRWORTHINESS CERTIFICATES, EXPERIMENTAL, FOR THE PURPOSE OF SHOWING COMPLIANCE WITH REGULATIONS FOR U.S. REGISTERED AIRCRAFT, WHICH HAVE UNDERGONE CHANGES TO THE TYPE DESIGN AND REQUIRE FLIGHT TEST. Two years of experience as:

(1) An FAA Flight Standards Service DAR (maintenance) involved in the actual issuance of not less than four recurrent airworthiness certificates for aircraft OF THE TYPE AND COMPLEXITY as those for which authorization is sought; or

(2) An FAA Aircraft Certification Service DAR (manufacturing) involved in actual conformity inspections on aircraft OF THE TYPE AND COMPLEXITY as those for which authorization is sought, involved in major modifications in accordance with FAA Type Inspection Authorization (TIA) requirements, and subsequently submitted to the FAA for issuance of a special airworthiness certificate for the purpose of showing compliance with regulations; or

(3) A chief inspector or similar type position having no less than FIVE YEARS aircraft experience, with the last two years being current in the facilities of a major modifier operating under a repair station, air carrier, or commercial operators certificate that has worked on aircraft OF THE TYPE AND COMPLEXITY as those for which authorization is sought. The applicant must have been involved in a major modification in accordance with FAA TIA requirements and subsequently submitted to the FAA for issuance of a special airworthiness certificate for the purpose of showing compliance with regulations.

b. ISSUANCE/REISSUANCE OF STANDARD AIRWORTHINESS CERTIFICATES FOR U.S. REGISTERED AIRCRAFT, SUBSEQUENT TO CHANGES TO THE TYPE DESIGN AND FLIGHT TEST. Two years of experience as:

(1) An FAA Flight Standards Service DAR (maintenance) involved in the actual issuance of not less than four recurrent standard airworthiness certificates for aircraft OF THE TYPE AND COMPLEXITY as those for which authorization is sought; or

(2) An FAA Aircraft Certification Service DAR (manufacturing) involved in the actual conduct of conformity inspections on aircraft, OF THE TYPE AND COMPLEXITY as those for which authorization is sought, involved in major modifications in accordance with FAA TIA requirements, and subsequently submitted to the FAA for issuance of a standard airworthiness certificate; or

(3) A chief inspector or similar type position having no less than FIVE YEARS aircraft experience, with the last two being current in the facilities of a major modifier operating under a repair station, air carrier, or commercial operators certificate that has worked on aircraft OF THE TYPE AND COMPLEXITY as those for which authorization is sought. The applicant must have been involved in a

major modification in accordance with FAA TIA requirements and subsequently submitted to the FAA for issuance of a standard airworthiness certificate.

**NOTE: The years of specialized experience required for a particular function WILL NOT be waived.**

9. APPLICATION.

a. Those meeting the general qualifications in paragraph 7, and specialized experience in paragraph 8 of this notice, may apply for appointment as a DAR candidate under this notice. Application for appointment must be initiated by a letter to the FAA Rotorcraft Directorate Manager, Manufacturing Inspection Office, 2601 Meacham Boulevard, Fort Worth, Texas 76193-0180. The application letter must be accompanied by an FAA Form 8110-14, Statement of Qualifications (DAR-DMIR-DER-DPRE-DME), with the applicant's original signature.

b. Applications submitted must also be accompanied by:

(1) Supplemental statements to substantiate that all the general qualifications listed in paragraph 7 of this notice have been met, in addition to having the specialized experience specified in paragraph 8 of this notice for the particular function for which authorization is being sought;

(2) Two letters from aviation industry organizations (not private persons) such as a repair station, manufacturer, or air carrier attesting to the DAR candidate's integrity and technical qualifications to perform the function(s) on the products of the type and complexity as those for which authorization is sought. Each letter must address the following:

(a) Identify the functions for which authorization is sought and the type and complexity of the product(s);

(b) Attest to the applicant's integrity;

(c) Identify the applicant's technical qualifications;

(d) Identify the applicant's experience and technical knowledge by product type and complexity;

(e) Identify the applicant's knowledge of 14 CFR; and

(f) Substantiate the applicant's general qualifications in paragraph 7 of this notice and specialized experience requirements in paragraph 8 of this notice.

10. SELECTION CRITERIA.

a. Upon receipt of the DAR candidate's application, the MIO will:

(1) Review the application for all required general and specialized information/documentation;

- (2) Create and maintain a tracking method of all applications received; and
- (3) Forward the completed application package to the appropriate Manufacturing Inspection District Office (MIDO).
  - b. If the DAR candidate's application does not contain the required information, the MIO will contact the applicant by phone or letter and request additional information be submitted.
  - c. The MIDO will determine if there exists sufficient FAA need for appointment of the DAR candidate. The office must determine that the FAA has sufficient resources to provide development opportunities if necessary, effective supervision, and monitoring of the DAR candidate. If any of these conditions cannot be met, the appointment should not be made.
  - d. Once it is determined that sufficient need for the DAR candidate appointment exists, the MIDO will accomplish the following:
    - (1) Ensure the application and supporting documents contain specific information concerning the DAR candidate's integrity, general qualifications, specialized experience, currency of qualifications, and knowledge in performing similar functions on products of the type and complexity (products must be identified) as those for which authorization is sought;
    - (2) Evaluate the individual's qualifications to ensure:
      - (a) That all general qualifications specified in paragraph 7 of this notice have been fully substantiated; and
      - (b) That the specialized experience requirements specified in paragraph 8 of this notice have been fully substantiated for each function for which authorization is sought.
    - (3) Contact the applicant's personal references (telephone, letter, etc.) for a brief overview of the applicant;
    - (4) Determine whether the applicant has a violation history, reference FAA Order 2150.3, Compliance and Enforcement Program. If the applicant has a violation history, an evaluation shall be conducted to ascertain the type of violation(s) and any special or mitigating circumstances, or attitude toward compliance with FAA regulations; and

**NOTE: Any serious violation on file may be reason to deny appointment. The ultimate decision for appointment of an applicant with a violation history must be**

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**the product of judgment and experience applied to the facts and circumstances of the individual case.**

- (5) Arrange and conduct a personal interview with the applicant.

**NOTE: FAA employees having knowledge of the particular function(s) for which authorization is sought should participate in, or be delegated the authority to conduct the interview.**

e. Based on the evaluation results of the applicant's qualifications and personal interview, the MIDO will submit a written recommendation to the MIO concerning the applicant's acceptance/non-acceptance into the DAR candidate program. In either case, the MIO will advise the applicant in writing of their acceptance or non-acceptance into the DAR candidate program, and if accepted, which MIDO the candidate will be appointed to. Specific reasons for non-acceptance will be identified in the correspondence.

f. Substantiation should be retained on file in sufficient detail to support the MIDO's decision.

11. DAR CANDIDATE DEVELOPMENT PROFILE. If an applicant meets the requirements of paragraphs 7 and 8 of this notice, and is accepted, the MIDO will be required to establish a documented profile to include minimum performance requirements as outlined in Appendix 1, and any other training deemed necessary by the managing office. An electronic copy of Appendix 1 is available from AIR-200 upon request. The MIDO will maintain a record of accomplishments for each DAR candidate as they complete a particular function. The responsible Aviation Safety Inspector (ASI) will document the date, a brief description of how and where the function was performed, and record each time a particular function was accomplished by a DAR candidate. This record will provide substantiated evidence of the candidate's accomplishments. The MIDO will forward this record to the MIO, along with a recommendation of appointment or non-appointment, to perform the functions authorized under this notice.

a. The DAR candidate will be supplied with, and guided by, the same requirements and instructions as applicable to FAA inspectors in the performance of similar duties. The ASI will ensure the DAR candidate:

(1) Is knowledgeable of all pertinent 14 CFR, directives, advisory circulars, and policies and procedures as they apply to the certification task(s) for which authorization is sought;

(2) Understands FAA forms and their application as they relate to the specific authorization sought;

(3) Understands how to process pertinent certification documents; and

(4) Understands their responsibilities as a Representatives of the Administrator.

b. On the job training and guidance will be required and provided to each DAR candidate prior to appointment by the responsible managing office.

c. The ASI will ensure that the DAR candidate possesses or, has access to, all current applicable regulations, internal directives, forms, and documents pertaining to those functions for which authorization is sought.

d. The DAR candidate will, as appropriate, depending upon the type of authorization being sought:

(1) Be required to accompany and assist an ASI during a minimum of three inspections of an ongoing Type Certification or Supplemental Type Certification program; and

(2) Be required to accompany and assist an ASI during inspections leading to the issuance of an original airworthiness certificate.

e. The DAR candidate will be required to demonstrate to the ASI, through actual demonstration and evaluation, the ability to make airworthiness certification determinations on a product of the type and complexity for which authorization is sought.

f. The DAR candidate will not charge any service fees during their candidacy since they will not be acting in an official capacity as an FAA DAR.

12. APPOINTMENT/NON-APPOINTMENT. Once the requirements of paragraphs 7, 8, and 11 of this notice are satisfied, the DAR candidate will be eligible; 1) for appointment as a manufacturing DAR, or 2) have their current manufacturing DAR authorization amended. The process of appointing a new DAR or amending a current DAR is accomplished in accordance with Order 8130.28, Airworthiness Designee Management Program. In cases where DAR's are not accepted, the DAR candidate will be notified as described in paragraph 10 of this notice.

/S/

Frank P. Paskiewicz  
Manager, Production and  
Airworthiness Certification Division

APPENDIX 1. DAR CANDIDATE DEVELOPMENT PROFILE

**DAR Candidate's Name:** \_\_\_\_\_ **Managing Office:** \_\_\_\_\_  
**Responsible PI:** \_\_\_\_\_

<u>Function</u>	<u>Date</u>	<u>Description of Function Performed</u>	<u>PI's Signature</u>
<ul style="list-style-type: none"> <li>Demonstrates knowledge of certification procedures for products and parts of 14 CFR part 21.</li> </ul>			
<ul style="list-style-type: none"> <li>Understands the ASI involvement/role in the TC/STC process per Order 8110.4.</li> </ul>			
<ul style="list-style-type: none"> <li>Demonstrates the ability to interpret drawings with respect to characteristics such as material, dimensions, general notes, clearances, etc., to determine inspection requirements.</li> </ul>			
<ul style="list-style-type: none"> <li>Demonstrates the ability to interpret special processes (e.g., welding, heat treat, coating/plating, non-destructive testing, etc.).</li> </ul>			
<ul style="list-style-type: none"> <li>Demonstrates the ability to inspect parts with the use of standard inspection equipment (e.g., micrometer, hardness testers, height gauges, etc.) to determine part conformity.</li> </ul>			
<ul style="list-style-type: none"> <li>Demonstrates the ability to interpret inspection procedures/records that control fabrication and assembly of components (e.g., engine build up modules, aircraft structural assemblies, etc.).</li> </ul>			
<ul style="list-style-type: none"> <li>Demonstrates the ability to interpret test results of products/components to FAA-approved test plans.</li> </ul>			
<ul style="list-style-type: none"> <li>Demonstrates the ability to conduct inspections leading to airworthiness certificate of aircraft per FAA Order 8130.2.</li> </ul>			
<ul style="list-style-type: none"> <li>Demonstrates the ability to conduct inspections leading to airworthiness certificate using FAA Form 8100-1, Conformity Inspection Record.</li> </ul>			



APPENDIX 1. DAR CANDIDATE DEVELOPMENT PROFILE (Con't)

**DAR Candidate's Name:** \_\_\_\_\_ **Managing Office:** \_\_\_\_\_  
**Responsible PI:** \_\_\_\_\_

<u>Function</u>	<u>Date</u>	<u>Description of Function Performed</u>	<u>PI's Signature</u>
• Demonstrates knowledge of the applicable directives contained in the FDR-1D kit for the DAR authorization sought.			
• Demonstrates knowledge of aircraft registration requirements of 14 CFR part 47.			
• Demonstrates knowledge of registration and data plate requirements of 14 CFR part 45.			
• Demonstrates knowledge of the Type Certificate Data Sheets, Aircraft Specifications, and Aircraft Listings.			
• Demonstrates knowledge of Airworthiness Directives of 14 CFR part 39.			
• Demonstrates knowledge of maintenance requirements of 14 CFR part 43.			
• Demonstrates general knowledge of the aircraft conformity requirements (FAA Form 8130-9).			
• Demonstrates general knowledge of the aircraft weight and balance requirements.			
• Demonstrates knowledge of proper aircraft ballast safety precautions.			
• Demonstrates general knowledge of the coordination requirement with FAA Flight test personnel with regard to Type Inspection Authorizations (TIA's) and Conformity Inspections.			